BTEC Assignment Brief

Qualification	Pearson BTEC International Level 3 Certificate in Hospitality Pearson BTEC International Level 3 Subsidiary Diploma in Hospitality Pearson BTEC International Level 3 Foundation Diploma in Hospitality Pearson BTEC International Level 3 Diploma in Hospitality Pearson BTEC International Level 3 Extended Diploma in Hospitality
Unit number and title	**Unit 24: Recruitment and Selection in Hospitality**
Learning aim(s)	**C: Take part in a recruitment interview and reflect on the recruitment and selection process making recommendations for improvement**
Assignment title	**The Interview**
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	You have recently been promoted to the position of supervisor in a newly built resort hotel. As the hotel is fast approaching its completion, staff need to be recruited for all areas of the hotel. Your line manager has asked you to assist with the recruitment and selection process by helping to the recruitment campaign.
Task 1	Your final task is to take part in a recruitment interview. Using the documentation, you have produced, you and your group will role-play an interview for your selection job. You will demonstrate professional questioning techniques which allow you to assess the suitability of your candidate. Following the interview, you need to reflect on how well the recruitment and selection process comp-lied with best practice, making recommendations for improvement. Present this as a short report.
Checklist of evidence required	Presentation Speaker notes
Checklist of evidence	Professionally produced documents

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required	Professionally produced job advert
Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
C.D3	Evaluate how well the recruitment and selection process complied with best practice, drawing reasoned conclusions and making recommendations for improvement.
C.M3	Participate in recruitment interviews, demonstrating professional questioning techniques to allow assessment skills and knowledge of the candidate that allows for the selection of the best candidate based on documentation produced.
C.P7	Use recruitment documentation to select the most appropriate candidate.
C.P6	Participate in the selection interviews as an interviewer.

Sources of information to support you with this Assignment	Completed interview documentation Tutor observation or digital evidence of interview Evaluation report
Other assessment materials attached to this Assignment Brief	*N/A*

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